



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE SERVICES SUPERVISOR II (GENERAL)

DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE

Position: Office Services Supervisor II (General)

Salary: Range \$2,856.00 - \$3,472.00

Locations: 50 "D" Street, Room 202, Santa Rosa, CA 95404

Duties: Under the general direction of the Presiding Workers' Compensation Judge, the Office Services Supervisor II, plans, organizes, directs the work, and is responsible for the supervision of Office Technicians (Typing) and Office Assistants (Typing and General). The OSS II performs the following duties: plans, organizes, assigns and directs the work of clerical staff including the coordination of employees and prioritization of workload in the Division of Workers' Compensation Appeals Board, the Rehabilitation Unit, Disability Evaluation Unit and Information and Assistance Unit; interviews, hires and trains employees for the district office; evaluates performance, recommends appropriate actions; and prepares written performance appraisal reviews of his/her staff. Assures that all incoming and outgoing mail is processed and all documents are processed timely. Performs other job related duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Venus Smith (510) 286-7091

Applications accepted until April 12, 2007 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.